



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

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Division of Housing  
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## **CONSOLIDATED PLAN – AGENCY PROJECT CERTIFICATION FACT SHEET**

Federal regulations require that you certify that your housing project is consistent with a Consolidated Plan to qualify for funding under the following HUD programs:

HOME Safe Havens for Homeless CDBG  
HOPE Individuals Mod Rehab/SRO  
Housing Opportunities for Shelter Plus Care Supported Housing  
Persons with AIDS Section 202 (Elderly) Revitalization of Severely  
Low Income Housing Section 811 (Handicapped) Distressed Public Housing  
Preservation Emergency Shelter Grants Units

You should obtain certification from the most local Consolidated Plan. In addition to the State of Wisconsin, the following entitlement communities also have a local Consolidated Plan. Obtain the required consistency certification from these communities when the project you are planning is located in one of them.

Appleton	Janesville	Neenah	Waukesha
Beloit	Kenosha	Oshkosh	Waukesha/Ozaukee/Washington/
Dane County	La Crosse	Racine	Jefferson County Consortium
Eau Claire	Madison	Rock County	Wausau
Fond du Lac	Milwaukee	Sheboygan	Wauwatosa
Green Bay	Milwaukee County	Superior	West Allis

If you are planning a project in a community other than those listed above, you need a certification of consistency from the State. Details on the State (Department of Administration-Division of Housing) Consolidated Plan certification process are on the back of this Fact Sheet. Please note that agencies applying directly to the Division of Housing for state or federal funds do not have to obtain a separate consistency certification – it is considered as part of the application review and funding process.

**STATEMENT OF INTENT:** It is the State's intention to consider all certification requests as promptly as possible. It is the further intent of the State to act on a presumption that local housing activities are consistent, unless factors within the documents submitted indicate otherwise.

**For more information, contact:**

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**DEPARTMENT OF ADMINISTRATION  
CONSOLIDATED PLAN  
CERTIFICATION PROCESS**

1. The local sponsor submits a description of the proposed project to the Division of Housing (preferably) on the attached form.

Requests for Certification should be mailed (or delivered) to:  
CONSOLIDATED PLAN CERTIFICATION  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HOUSING  
PO BOX 7970  
MADISON WI 53707-7970

2. The Division reviews the proposed project and makes a determination of consistency with the State of Wisconsin Consolidated Plan.
3. If the project is consistent, the Division issues a Certification Letter (mailed within two week of receipt; sooner if possible).
4. If the Division finds that the project is inconsistent with the Consolidated Plan, the local sponsor will be contacted immediately, and the Division will send a letter detailing the reasons for the decision.
5. If the project is found to be inconsistent, a local sponsor may:
  - A. Amend the project proposal to make it consistent with the State of Wisconsin Consolidated Plan.
  - B. Appeal the determination of inconsistency, according to the following process:
    - B1. The local sponsor may request an appeal hearing within 10 business days of being notified of denial.
    - B2. If an appeal hearing is requested, it will be scheduled at the Division of Housing & Community Development within 10 working days of receipt of the request.
    - B3. The local sponsor shall be afforded an opportunity to present its case, followed by the Division staff explaining its denial.
    - B4. Decisions, at this point, are final and not appealable.